

DD/A Registry

79-0519

7 February 1979

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File *Training - 6*

MEMORANDUM FOR: Deputy Director for Administration

FROM: SA/DDA

SUBJECT: Professional and Clerical Orientation Courses

Don:

1. Here are outlines of the two-week (professional) and four-day (clerical/technical) orientation courses given for new employees by OTR.
2. You will note from the "End of Course Data" for the two-week course, given most recently in December, that there were no DDO students. Nearly all DDO employees enter through the CT program where they get a more in-depth exposure. You will also note that the Agency experience of the students ranges up to nearly four years - which seems a little late for an "orientation."
3. The Director of Training has responsibility for getting all new employees "oriented," but OTR acknowledges that the responsibility is not met effectively. In reality, the DTR has the responsibility, but the authority to go with it is so watered down that he doesn't have a realistic way of doing what needs to be done.
4. There is no routine or systematic method of follow-up. By checking Personnel records against OTR records, who has and has not been oriented can be determined, but there is no prescribed or systematic way of doing it. A simple comparison of EOD numbers with trainees would not be accurate because of the numbers of students who are not new.
5. You may want to chat with Harry and Ben about it before deciding what kind of tasking may be appropriate to bring about some improvement.

All portions of this memorandum are Unclassified

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